

Using Microsoft Publisher 2003

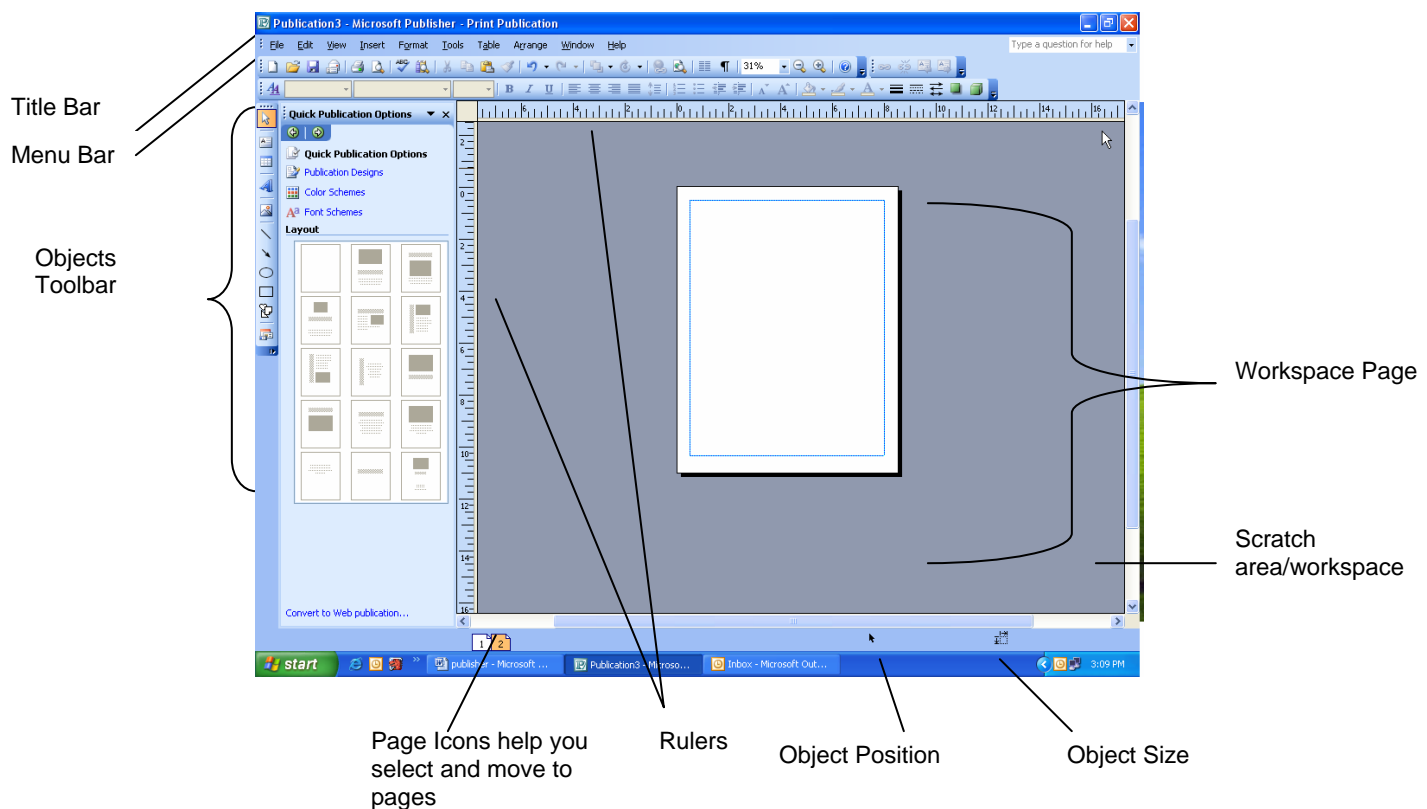
Although Microsoft Publisher contains many of the same features and functionality of Microsoft Word, its primary function is page layout/desktop publishing. Therefore, the fundamental use of Publisher will involve the creation and manipulation of various objects.

*Although beyond the scope of this class, Publisher can be used to create HTML (web documents) we encourage the primary use for desktop publishing, not web publishing.

Objective 1: Familiarize **yourself** with the Publisher Window

The workspace is the area where a new or existing publication appears. It is where you actually work on a publication and each page within a publication is viewed here.

Unlike most other programs, Publisher allows only one publication to be open at a time.

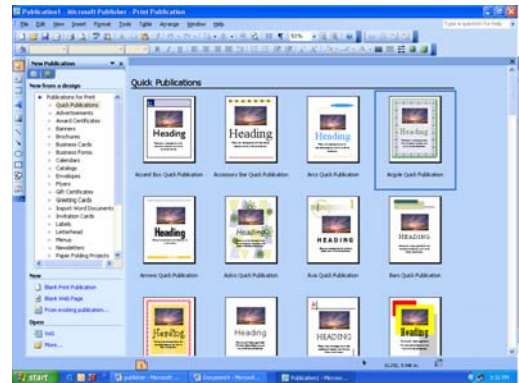


The "Quick Publication Wizard," which can be used to add or edit designs, color schemes and other aspects of layout, can be turned on and off with the Hide/Show wizard.

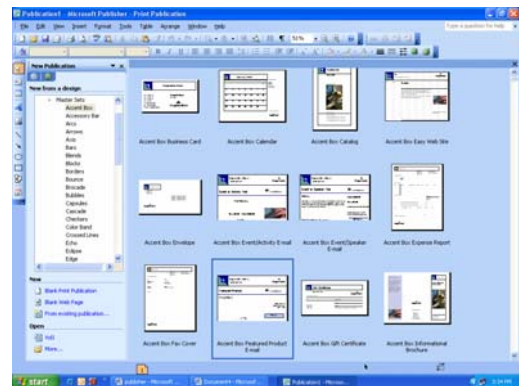
Objective 2: Create a Publication with the Catalog

The Catalog wizards make it easy to choose the type of publications you want. After selecting the Tab of choice, you are asked a few simple questions. After answering, a wizard creates all the necessary elements you need to get started quickly. The design process of Publisher can be done from choosing among:

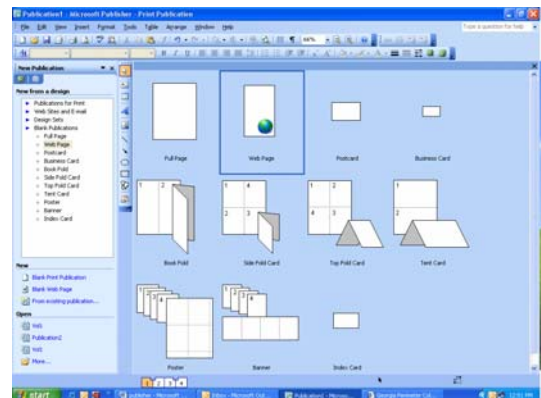
- ❖ The **Publications by Wizard**--Organized by the types of available publications (such as Brochures, Flyers, Business Forms, or Web Sites).
- ❖ The **Publications by Design**--Organized by Design sets (such as Master Sets, Holiday Sets, Restaurant Sets, or Special Paper), which are organized by design schemes.
- ❖ The **Blank Publications**--Contains a variety of publications such as Web Pages and cards that contain no formatting or objects.



1. Make sure the **Publications by Wizard** tab is selected and the default Wizard selection, **Quick Publications** is selected
2. Click a desired selection in the **Wizards** list (For example, Newsletters, Brochures, Flyers; etc.)
3. Click the image of your choice from the list.
4. You can change color by clicking on the **Color Scheme** link and select from the **Color Scheme** list
5. **Font Schemes** can be changed by clicking on the link and select from the **Font Scheme** list.
6. Select the number of columns you desire by clicking **Page Content**.
7. **Newsletter Options** allow for inserting the customer's address placeholder or double-sided or single-sided printing. Click desired options.



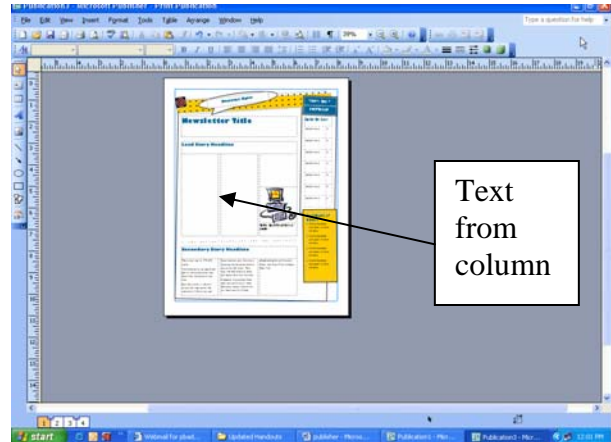
Note: Occasionally, Publisher will prompt you to save. This auto feature can be tuned off by going to **Tools, Options**, Click the **Save** tab, and deselect the **Save Auto recover information every** box under the **Save Options** menu



Objective 3: Replacing Frame Text

You can either type text directly into a frame or you can insert documents created in a word processor, such as Microsoft Word. Since the Catalog created placeholders for you, you can edit the existing text frames.

1. Click a section inside the frames and type new text
2. To Zoom, Go to **View** from the **Main Menu** toolbar, Click **Zoom**, Click your desired size Selection or Press **[F9]** to Zoom
3. Click into the desired section to select the text
4. Click the **Column** below this heading, then press **[Delete]**
5. Click **Insert** on the menu bar, click **Text File**, locate the file, Click the file, then click **OK**

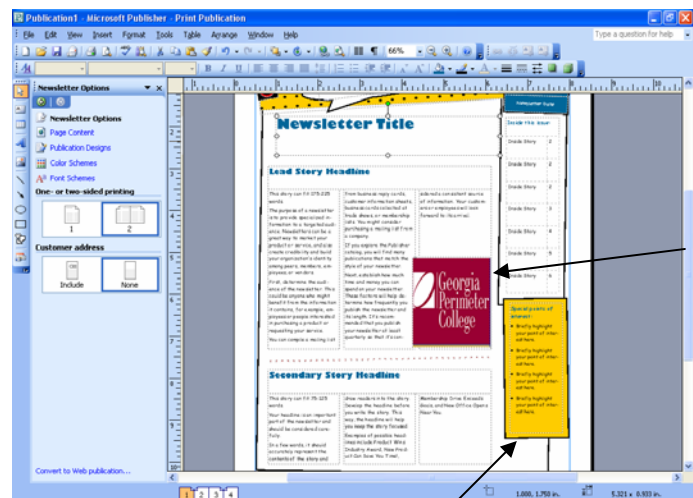


Note: Per the Wizard, text limit is shown for each headline section. When inserting text, consider the size limits to ensure accurate spacing. Lead Story Headline: 175-225 words; Secondary Headline: 75-125; etc.

Objective 4: Adding a Graphic Image

Artwork in a publication can express a feeling that might take hundreds of words to accomplish. In electronic form, a piece of artwork is called a **graphic image**. Publisher comes with thousands of pieces of clip art. Artwork can also be scanned into your computer, purchased separately, or created using drawing programs.

1. Click the **graphic image placeholder**, then press **[F9]** to Zoom
2. Click **Insert** on the menu bar, point to **Picture**, then click the location of your image
3. Click the **Look in list arrow**, locate your file, then Click **Insert**
4. If necessary, place the pointer over the handles of the image so that you can resize
5. As you drag the frame, lines move on the Horizontal & Vertical rulers to guide your actions, and the outline of image changes in size.



Sidebar
placeholder

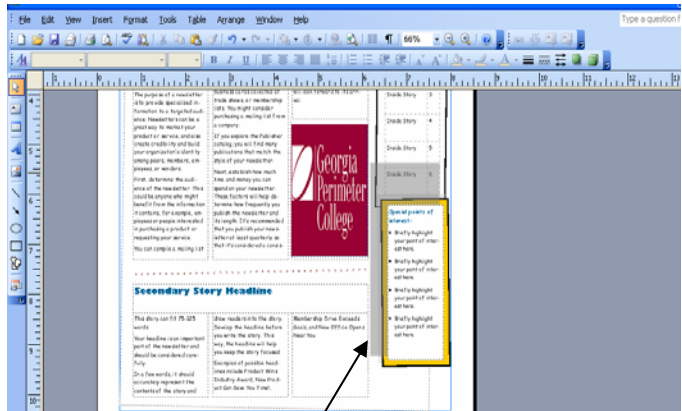
Note: If you want the image to be in the same location, but larger, then press and hold the **[Shift]** key while dragging the frame's edge.

Objective 5: Adding a Sidebar

Information not vital to a publication can make interesting reading when placed to the side of the regular text in a **sidebar**. A sidebar sometimes uses the same size font as regular body text, but it may also appear in a larger size or different font and can be dramatized by adding a border or shading.

1. Click the **Sidebar** placeholder, then go to **View, Zoom**, or press **[F9]** to Zoom
2. Click into the Section to select the text or Press **[Ctrl][A]**
3. Click **Insert** to Insert a text file (See Objective directions or type in your new text
4. Click **Format** on the menu bar, click **Shadow**, then press **[Esc]** to deselect the frame

Note: The shadow effect is not as evident in some styles, and if you decide not to use the shadow, then it can be turned off using the **Format** menu.



Sidebar contains new entry with a shadow

Objective 6: Adding a Pull Quote

To invite a reader to look at an article, a short statement, or **pull quote**, is often extracted from the text and set aside from the body of the text. The **pull quote** may use a different font and size from the body text and it should be on the same page and close to the article from which it came.

1. Click the **Design Gallery Object** button on the Objects toolbar
2. Click the **Objects by Category** tab (if necessary), click **Pull Quotes** in the **Categories** list, then Click **Insert Object**
Note: Pull Quotes design should match newsletter design
3. Place the pointer over the **Pull Quote** to drag it to the desired location in the publication

pointer tool —

text frame —

Table frame —

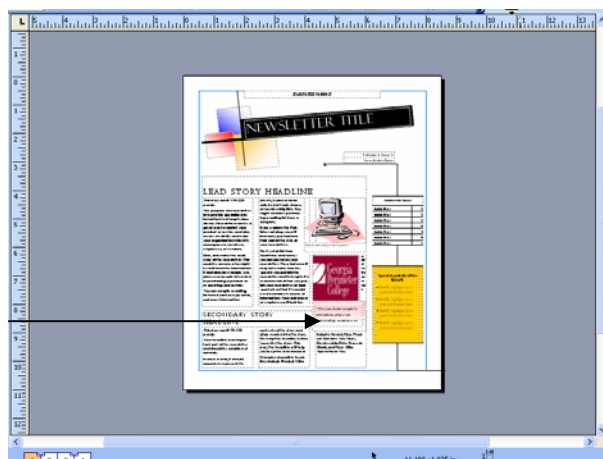
word art —

clip gallery —

standard shapes
custom shapes

design gallery

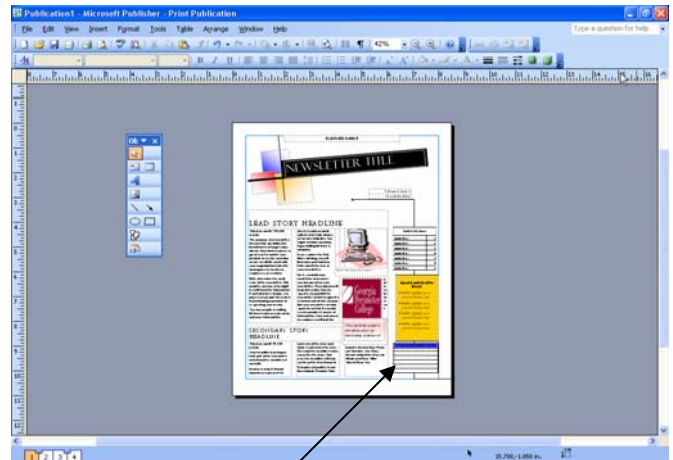
Pull quote inserted



Objective 7: Using the Design Gallery

Publisher uses the Design Gallery to assemble a publication quickly. In addition to adding a pull quote, you can use the Design Gallery to easily insert a Publisher-designed object such as an ad, calendar, coupon, or logo.

1. Select the position in the publication to insert the object
2. Click the **Design Gallery** button on the Objects toolbar,
3. Click a category from the **Categories list**
4. Click your selection from the pre-designed selections in each category
5. Click **Insert Object**
6. Drag the object to position it correctly
7. Click the desired text frames to insert information

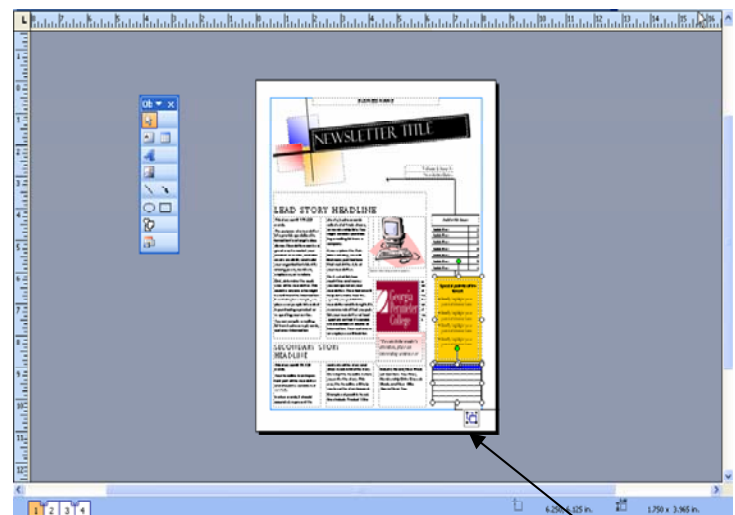


Advertisement object inserted below the Sidebar

Objective 8: Grouping Objects

Once many objects are positioned on a page, you may find that you want to move one or more of them. **Grouping**, or turning several objects into one object, is an easy way to move multiple items. Later, you can always **ungroup** them for individual modifications, turning the combined objects back into individual objects.

1. Select an object
2. Then, while holding the **[Shift]** key
3. Click the second object
4. Click on the **Ungroup Objects** button beneath the selected objects
5. Click the workspace to deselect the ungrouped objects
6. Position the objects in a desired location
7. Click anywhere in the objects, then click the **Group Objects** button



Group objects button



Objects ungrouped